

Title:	Personal Protective Equipment	
Purpose:	To establish procedures and identify responsibilities for providing personal protective equipment to City and County of Honolulu employees.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	Mayor's Directive 127 (3-17-77); CS Circulars 1114 (3-17-77), 1424 (5-9-84), 5-90 (4-20-90) and 15-94 (10-3-94)	

I. POLICY

The City and County of Honolulu (City) shall provide personal protective equipment to employees exposed to hazards where such equipment may prevent injury or illness. Personal protective equipment shall be provided and used to reduce exposure to hazards in the following circumstances:

- A. Where development or installation of engineering or administrative controls are pending.
- B. During short-term operations where engineering or administrative controls are not feasible.
- C. During emergency situations such as spills, fires, ventilation malfunctions or emergency exit.
- D. Where required by Hawaii Occupational Safety and Health Law or collective bargaining agreement.

II. DEFINITION

"Personal protective equipment (PPE)" means safety equipment designed for personal use and worn or attached to the body. PPE provides protection against job hazards that cannot be minimized or eliminated by engineering design or administrative controls and where ordinary work clothes do not provide sufficient protection. This policy does not cover specialized personal protective equipment used by the Honolulu Police and Fire Departments.

III. RESPONSIBILITIES

Specific responsibilities for this policy are established as follows:

A. Department of Human Resources (DHR)

- 1. Establish the policy and procedures for the issuance and use of PPE in consultation with various departments, agencies and appropriate public employee unions.
- 2. Review, research and approve requests for PPE and make alternative recommendations as appropriate.

3. Advise and assist departments and agencies in determining proper PPE required on the job and in selecting the appropriate equipment conforming to recognized standards, regulations and guidelines.
4. Maintain records of those occupations, positions or work activities where PPE has been approved for use.
5. Support and advise the City's Purchasing Division, in purchasing appropriate PPE for departments and agencies, including reorders of previously approved equipment, to ensure the equipment is needed and suited for the intended purpose.
6. Periodically evaluate the use and effectiveness of PPE issued and used.
7. Advise and assist in employee training and in the proper use and maintenance of PPE, as requested.

B. Departments and Agencies

1. Evaluate and document all workplaces, projects and job assignments, including applicable hazardous material data, to determine PPE requirements.
2. Submit for review and approval to the DHR Industrial Safety Branch, PPE required for employee safety. Consult with the appropriate union, as necessary.
3. Budget for new and replacement (damaged, lost or unserviceable) PPE.
4. Replace PPE no longer useable through normal wear and tear.
5. Maintain records of a PPE on hand and issued, to include type of equipment, cost, date of issue and name of employee to whom PPE was issued.
6. Train employees to know; when PPE is necessary, what type of PPE to use; how to properly don, doff, adjust and wear PPE; the limitations of PPE; and the proper care, maintenance, useful life and disposal of PPE. Maintain records of this training.
7. Provide proper equipment storage to protect against adverse environmental conditions that may degrade the effectiveness of the equipment or result in contamination during storage.
8. Ensure PPE is used properly. All supervisors and managers shall be knowledgeable of the PPE required for employees under their supervision and enforce the proper care and use of this PPE.
9. Make periodic inspections of the workplace to ensure PPE is used properly and maintained in good working condition.
10. Identify during accident investigations, non-use, misuse or malfunction of PPE that may or could have caused injury or illness. Details of the accident shall be reported so that factors causing the accident are identified, evaluated and

corrected. Findings and recommendations shall be submitted to the DHR Industrial Safety Branch immediately after the accident or injury.

C. Department of Budget and Fiscal Services

1. Establish procedures and internal controls for the purchase of PPE.
2. Arrange with the vendor supplying PPE proper adjustment, fitting and servicing of such equipment.
3. Forward requisitions for PPE to the DHR Industrial Safety Branch for review and approval prior to purchasing, as necessary.
4. Identify and approve department and agency budget requests for PPE in consultation with the DHR Industrial Safety Branch, as necessary.

D. Division of Health Services

1. Provide medical evaluations upon request, to determine employee suitability to use PPE as required by the Hawaii Occupational Safety and Health Law.
2. Maintain medical records of employees required to wear personal protective equipment, as necessary.

E. Employees

1. Use PPE according to the instructions and training received.
2. Protect PPE against damage and report malfunction or damage immediately to supervisor.
3. Store and maintain PPE following agency guidelines and training procedures. Failure to properly use and maintain PPE may result in disciplinary action in accordance with the terms of the appropriate collective bargaining agreement.

IV. PROCEDURES

Procedures for this policy are established as follows:

A. Departments and Agencies

1. Conduct and document evaluations of all workplaces, projects and job assignments to determine where the wearing of PPE may prevent injury or illness to City employees. Safety committees may be used to conduct these evaluations, in consultation with the appropriate union, as required.
2. Use the following guidelines for workplace evaluations and recommendations;
 - a) Workplace evaluations shall identify all hazardous areas, operations and conditions.

- b) Engineering and administrative controls shall be the primary means of minimizing or eliminating hazards.
 - c) When engineering and administrative controls do not eliminate the hazard, PPE to guard against the hazard must be durable and provide adequate protection, maximum comfort and minimum restriction of movement.
3. Forward evaluation reports, including recommendations for PPE to the DHR Industrial Safety Branch for review and approval. The DHR Industrial Safety Branch will assist in workplace evaluations upon request.
- a) All recommended PPE shall conform to nationally recognized standards and the Hawaii Occupational Safety and Health Law and shall be approved by the DHR Industrial Safety Branch.
 - b) The department or agency will requisition PPE through the City's Purchasing Division.
4. Provide employees with written procedures governing the use and care of PPE conforming to the Hawaii Occupational Safety and Health Law and nationally recognized standards.

B. Department of Human Resources (DHR)

- 1. Review and approve department and agency requests for PPE.
- 2. Consult with various departments and agencies on all aspects of this policy.

C. Department of Budget and Fiscal Services, Purchasing Division

- 1. Forward copies of requisitions for PPE to the DHR Industrial Safety Branch for approval, as necessary.
- 2. Purchase all PPE according to standard purchasing practices of the department.
- 3. Work with the requesting department or agency and the selected PPE vendor to ensure PPE quality and the proper fitting, servicing and maintenance of PPE purchased.

V. PERSONAL PROTECTIVE EQUIPMENT

This policy includes, but is not limited to, the following PPE:

A. Foot Protection

Foot protection shall be worn by all employees exposed to foot hazards as determined by the DHR Industrial Safety Branch. Foot protection shall conform to the ANSI Z41.1, Class 75, "Protective Footwear" standard. Foot protection shall be provided by the City when required. Where permitted by the collective bargaining agreement, employees may select safety shoes other than the contracted footwear; provided that, any difference in cost will be paid by the employee. The optional

safety shoes shall be approved by the DHR Industrial Safety Branch, prior to purchase.

B. Eye and Face Protection

Eye and face protection shall be used by all employees exposed to eye hazards. Eye and face protection shall conform to the ANSI Z87.1, "Practice for Occupational Eye and Face Protection" standard. Eye and face protection shall be provided by the City when required. Replacement of prescription safety glasses and/or frames shall be allowed when such items are damaged or lost, without negligence on the part of the employee in the performance of duties, and when replacement is required because of changes in vision. The employee will pay the cost of the eye examination. However, if an employee's prescription safety glasses and/or frame is damaged or destroyed during the regular course of duties without negligence, and an eye examination is required to obtain a replacement of such glasses, the City shall pay for such eye examination.

C. Head Protection

Head protection shall be used by all employees exposed to falling and flying objects, and limited electrical hazards. Head protection shall conform to the ANSI Z89.1 "Requirements for Protective Headwear for Industrial Workers" standard. Head protection shall be provided by the City when required.

D. Respiratory Protection

Respiratory protection equipment shall be required, provided and used whenever the oxygen level in an atmosphere is less than 19.5 percent and/or whenever airborne concentrations of a contaminant or combination of contaminants exceed Permissible Exposure Limits (PEL's). The selection and use of respiratory protective devices shall be in accordance with the ANSI Z88.2, "Practice for Respiratory Protection," standard and the Hawaii Occupational Safety and Health Law. A written Respiratory Protection Program will be administered at each department or agency where respirators are required. The written program shall comply with Chapter 64.1 of the Hawaii Occupational Safety and Health Law.

E. Hearing Protection

Hearing protection devices shall be worn by all employees entering or working in areas where noise levels meet the minimum levels requiring hearing protection under Chapter 200.1, Hawaii Occupation Safety and Health Law. A written Hearing Conservation Program shall be administered at each department or agency where hearing protection is required. The program shall comply with the City's Hearing Conservation Policy.

F. Safety Belts, Harnesses, Lanyards, Lifelines and Drop Lines

Safety belts, harnesses, lanyards, lifelines and drop lines shall be used to protect against falls from elevations where it is not practical to provide standard guardrails or ladder cages. These devices shall meet the requirements of the ANSI A10.14,

"Requirements for Safety Belts, Harnesses, Lanyards, Lifelines and Drop Lines for Construction and Industrial Use" standard.

G. Hand Protection

Hand protection shall be used to protect against hazards such as severe cuts, lacerations and abrasions; punctures; chemical burns; thermal burns; temperature extremes; and skin absorption of harmful substances.

H. Other Personal Protective Equipment

Other PPE may be used as required or whenever it is deemed prudent with the approval of the DHR Industrial Safety Branch.

I. City Property

All PPE shall remain the property of the City and County of Honolulu, except that, replaced safety footwear will become the property of the employee. A distinctive mark shall be made on all replaced footwear by the department or agency for identification purposes. The employee shall not wear replaced footwear to work.

J. Part-time or Temporary Employees

Part-time and/or temporary employees shall be provided the same degree of personal protection from recognized hazards as regular employees similarly exposed.

VI. CONFLICT OF PROVISIONS

Should any provision of this policy conflict with Federal, State or local safety laws, rules or regulations, including the State Workers' Compensation and Occupational Safety and Health Laws, or any of the collective bargaining agreements, the applicable law, rule, regulation or agreement shall prevail.